

ELEMENT:

TASK: Conduct Commercial Vendor Operations (14-2-8003)
(DFAS-IN REG 37-1) (DODFMR 7000.14-R, VOL 10) (DODFMR 7000.14-R, VOL 5)

ITERATION:

1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT:

T P U (Circle)

CONDITIONS: The Financial Management (FM) Detachment is deployed within an operational theater in support of forces engaged in full spectrum military operations. The Detachment has deployed its Financial Management Support Teams (FMSTs). Finance support is provided on an area support basis. Supported units require payment of commercial vendors for the purchase of goods and services to sustain combat operations and support missions. The execution of contracts is necessary to obtain transportation, maintenance, local hire, and laundry and bath operations (direct daily needs of the force). The Financial Management Tactical Platform and other automated systems and software will be employed in support of operations as applicable. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: Commercial vendor transactions are processed within established suspense times. Amounts specified in the contract/purchase agreement are paid without error. All payments are certified in accordance with Defense Finance and Accounting Service (DFAS) and theater financial policies.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none">* 1. NCOIC, FMST supervises the processing of commercial vouchers for local procurement. (805A-44A-6102, 805A-44A-6208, 805A-44C-3018, 805A-APA-8205, 805A-APA-8206, 805A-APA-8214)<ul style="list-style-type: none">a. Maintains necessary logs, files, and reports for proper administration, control, and accountability of the section.b. Conducts a statistical sampling of payment vouchers to certify that they are correct and proper for payment.c. Examines payment vouchers for \$2,500 or more before certification.d. Coordinates with local procurement and supply to certify fund availability and to commit funds for purchase.e. Verifies that two copies of procurement documents and modifications are received from contracting activity to support commercial payment.f. Verifies that a formal transmittal system exists for forwarding documents to and receiving documents from the FM Company.g. Coordinates with the FM Company Disbursing Section for addition funds for paying agents.h. Manages the workload through the use of logs, block tickets, document files, and suspense files.i. Investigates and reports any irregularities to the FM Company Commander.2. The FMST processes commercial vendor vouchers/payments. (805A-44A-6102, 805A-44C-1005, 805A-44C-1010, 805A-44C-3011, 805A-44C-3018, 805A-APA-8214)<ul style="list-style-type: none">a. Processes inquiries IAW DODFMR, Vol 5 and DFAS IN 37-1.b. Processes all payment vouchers, as appropriate.c. Verifies that all vouchers and supporting documents are correct.d. Maintains file of orders for ordering officers and paying agents.e. Maintains signature cards for ordering officers and paying agents.f. Reports any irregularities to NCOIC or commander.	<div>✓</div> <div>✓</div>	

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
3. The FMST processes contractual vouchers. (805A-44A-6102, 805A-44C-1005, 805A-44C-1010, 805A-44C-3011, 805A-44C-3018, 805A-APA-8205, 805A-APA-8206, 805A-APA-8214) a. Performs pre-examination with contract folder. b. Verifies that all documentation is attached and correct. c. Updates the DA Form 3900, Bills Register Card. d. Compares invoice with receiving report to verify quantities, prices, and total amounts are correct. e. Compares contract with invoice to verify that goods received or services performed are according to the agreement. f. Applies the provisions of the prompt payment act to the payment voucher IAW DFAS IN 37-1 and Federal Acquisition Regulation. g. Prepares payment vouchers (SF 1034, Public Voucher for Purchases and Services Other Than Personal; DD Form 1155, Order for Supplies or Services; and SF 1166, Voucher and Schedule of Payments). h. Charges appropriate fund cite. i. Verifies foreign currency transactions are processed. j. Reports any irregularities to NCOIC or FM Company Commander.	✓	

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED	3						
TOTAL TASK STEPS "GO"	3						
TRAINING STATUS "GO"/"NO-GO"	GO						

*** indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
805A-44A-6102	Perform Disbursement and Collection Transactions	STP 14-44A-OFS
805A-44A-6208	Identify Funded and Unfunded Expenses	STP 14-44A-OFS
805A-44C-1005	Record Data from Expenditure Accounting Documents	STP 14-44C14-SM-TG
805A-44C-1010 ✓	Maintain a Bills Register Card	STP 14-44C14-SM-TG
805A-44C-3011	Apply Internal Management Control Program	STP 14-44C14-SM-TG
805A-44C-3018 ✓	Verify Accounts Payable Vouchers	STP 14-44C14-SM-TG
805A-APA-8205 ✓	Prepare Routine Vouchers for Payment	STP 14-44A-OFS
805A-APA-8206 ✗	Prepare Miscellaneous Vouchers for Payment	STP 14-44C14-SM-TG
805A-APA-8214 ✓	Input Accounts Payable Vouchers into the Computerized Accounts Payable System (CAPS)	STP 14-44A-OFS STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

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